



VALU
VA LEARNING UNIVERSITY

MyCareer@VA

MyCareer@VA Action Plan for Transitioning Service Members

This Action Plan will help you use MyCareer@VA to support your transition to a civilian career. It will also help you create a plan for your long-term career development.

Week One

- ☐ **Create an account on MyCareer@VA.** This will allow you to track, save, and manage your work on resumes, career paths, and job searches.
- ☐ **Complete the My Career Fit Tool.** Save or print your results and refer back to them as you look for jobs that match your preferences and interests. Remember, taking the longer version of the questionnaire will provide you with more accurate results.
- ☐ **Build a general resume in the My Federal Resume Builder.** Enter your background information, work experience, education, and skills into a general resume. You can tailor this general resume when applying for specific jobs.
- ☐ **Begin building a professional network.** Identify family, friends, and colleagues who can offer advice and guidance in your transition. Join online networking sites such as LinkedIn to connect with people who can help your career search.

Week Two

- ☐ **Using the results from the My Career Fit Tool, explore 2–4 jobs in the VA Career Guides.** Only explore jobs that are a “Great Fit,” and note why you are interested in each job.
- ☐ **Research job availability using the VA Job Finder.** Use the map feature to identify jobs that are available in places you are interested in living. Save these jobs in your MyCareer@VA account.
- ☐ **Brainstorm short-term career goals.** Based on your research and your results from the My Career Fit Tool, develop one to three career goals that you can accomplish in the next year.

Week Three

- ☐ **Use the VA Career Guides to identify 1–3 professional associations to join.** Be selective in the associations that you join, and ensure they will help bring you closer to your career goals.
- ☐ **Develop a Career Path on the My Career Mapping Tool.** Select one of your short-term career goals and explore possible paths to accomplishing this objective. Save or print these results for your future reference.
- ☐ **Use the Federal Resume Builder to create 1–3 tailored resumes.** Tailor a version of your resume for each job. Save these versions in your MyCareer@VA account.

Week Four

- ☐ **Utilize your professional network.** Reach out to three people for advice, to practice interviewing skills, or for informational interviews about career fields you are interested in.
- ☐ **Apply to three jobs.** Use your tailored resumes to apply to three of the positions you previously identified.
- ☐ **Develop your long-term career goals.** Think about where you would like your career to be in five to ten years. Write down three general goals and revisit them 2–3 times per year.

